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January 23, 2001

Lassen County Mental Health
Attention: Director
555 Hospital Lane
Susanville, CA 96130

SUBJECT: **DATA SUBMISSION DUE FEBRUARY 15, 2001**

This letter is a reminder that the next data submission deadline for the Department of Mental Health (DMH) Child and Youth Performance Outcome System is **February 15, 2001**. Data for this reporting deadline will cover the period from July 1, 2000 to December 31, 2000.

Counties Not Reporting Data

Counties that have not yet submitted any data due through June 30, 2000, or that will not meet the February 15, 2001 deadline, are asked to submit a formal status report as soon as possible outlining any problems, concerns, or difficulties that may be causing the delay.

Data Transmission

The Bulletin Board System (BBS), traditionally used to transmit data to the Department of Mental Health, is no longer available for Performance Outcome data submissions. Instead, the Information Technology Web Services (ITWS) is available to upload data. Most counties are currently using the ITWS. Counties that are not authorized for this system will need to obtain authorization. To obtain authorization, please visit the DMH ITWS website at <http://www.dmh.ca.gov> and click on the ITWS menu option. At this site, you will find information on the function of the ITWS and how to begin enrollment. If you have any questions regarding the enrollment process for the ITWS, you may call the DMH help desk at (916) 654-3117.

Additionally, the process for submitting Child and Youth Performance Outcome text files has changed:

- All text files **MUST** be zipped.
- Zipped files will **no longer** need to be password encrypted **since ITWS is a secure site**.
- Zipped files **MUST** be named according to the following NEW convention: CPODSccYYYYMM#SUBMITTAL.ZIP
- ♦ CPODS = Child Performance Outcome System

cc = County code

YYYYMM = Four digit year and two digit month that data were due

= Submittal sequence number (1 to 9).

Each file with a new YYYYMM will have a submittal number of "1". Anytime you have to resubmit this file for a specific reporting period (most likely due to errors), the submittal number will increase by 1. The word "SUBMITTAL" must follow this number. [For example, a file for the Child and Youth Performance Outcome System due on February 15, 2001 would be named: CPODS992001021SUBMITTAL.ZIP. If there is an error with this file and the file must be resubmitted with corrections, the new file will be named CPODS992001022SUBMITTAL.ZIP. You will notice the submittal number is now "2" since this is the second submission for the February 2001 deadline. For the next Child and Youth Performance Outcome deadline on August 15, 2001, the new file will be named: CPODS992001081SUBMITTAL.ZIP. The submittal number is, once again, "1" since this is the first submission for the August 2001 deadline.]

ITWS County Data Files

The Department of Mental Health Research and Performance Outcome Development Unit automated a process whereby each county can download an "error" file containing errors that occurred during the import process, as well as a "clean" file containing data that has been verified by DMH automated "cleaning" procedures. In each county's Information Technology Web Services (ITWS) tables labeled instrument "_name>err.dbf" (e.g., cafaserr.dbf) can be found. These error tables can be imported into a database, reviewed and corrected by county staff, and then resubmitted to the Department of Mental Health.

For questions regarding the Child and Youth Performance Outcome System, please contact Sherrie Sala-Moore at (916) 651-6777, e-mail ssalamoo@dmhhq.state.ca.us, or Brenda Golladay at (916) 654-3291, e-mail bgollada@dmhhq.state.ca.us.

Sincerely,

JIM HIGGINS, Ed.D
Chief of Research and Performance
Outcomes Development

cc: ChildEvaluators
Child Coordinators
Quality Managers
Ken McKinstry, Chief of Information Technology
Loren Rubenstein, Information Technology